



ESTES PARK
COLORADO

Estes Valley Subdivisions



Revision Date: April 2012

WHERE DO I START?

Contact the Community Development Department to discuss your idea with a planner. This will help you understand what the requirements are. From there, a pre-application meeting will be scheduled.

At the pre-application meeting, staff will meet with you and your surveyor to discuss the review process, timeframe, and costs (see 'Pre-Application Meeting' handout).

WHAT IS A SUBDIVISION?

Subdivision is when you have a large parcel of land and you want to divide it into smaller lots. Condominiums are a type of subdivision.

Subdivisions require provision of public services such as roads and utilities, and are reviewed in two steps: (1) Preliminary Plat and (2) Final Plat.

Preliminary Plat. The Preliminary Plat shows the proposed lot lines, streets and utility systems. This also graphically shows the existing conditions on the property.

Preliminary Plats are reviewed by the Estes Valley Planning Commission, who make a recommendation to the Board*.

Final Plat. The Final Plat includes detailed engineering of utilities and streets, but does not show the existing conditions.

Final plats bypass the planning commission and proceed directly to the Board.

Minor Subdivision. Minor Subdivisions divide one or more lots into no more than four lots, will new lots fronting on an existing street, and where no utility mains are required.

* Plats inside Town are reviewed by the Town Board; plats in the unincorporated Valley are reviewed by the Board of County Commissioners.

Because Minor Subdivisions are not as complicated, they are processed in one-step (no final plat needed).

DO I NEED A SURVEYOR?

Yes. Land plats must be prepared by a registered land surveyor.

Subdivision plats also require an engineer to design items such as water and sewer lines, roads, and stormwater systems.

HOW MANY LOTS CAN I HAVE?

Subdivisions require compliance with density standards in Chapter four of the Estes Valley Development Code (EVDC). How your property is zoned partially affects how many lots your land can be split into. Please note, number of lots is based on net land area, not gross (this means you discount areas for roads).

Other development standards affect allowed density. These include steep slopes and road design standards.

WHAT KIND OF IMPROVEMENTS DO I NEED TO MAKE?

Subdivision of property requires compliance with development regulations such as road and utility standards. The subdivider is responsible for all infrastructure improvements.

HOW LONG DOES THIS TAKE?

It depends, but usually about 4-5 months. You can find review schedules on our webpage. www.estes.org.

Step 1. Pre-Application Meeting: The first step is called a 'pre-application conference.' These meetings require the applicant submit a sketch plan prepared by a land surveyor and a \$500 filing fee. Staff recommends you have your representative present at this meeting.

At this meeting you will meet with a planner, who will explain the process and

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requirements, and you will have an opportunity to ask any questions you may have. At this meeting you will also meet with service providers such as the Public Works, utilities, and Fire Departments to hear their requirements.

Step 2. Application submittal and completeness review: The next step is the application submittal. This requires submittal of an application, applicable filing fee, the plat map, and supporting documents such as a statement of intent, stormwater management plan, and traffic impact analysis.

Applications are routed to agencies such as the water department, sanitation districts, and the engineering department to determine if the application is complete for review.

Step 3. Staff Review and Report: Complete applications are routed to affected agencies for review and comment. Planning division staff will consolidate these comments, review for compliance with the EVDC, and prepare a staff report for Planning Commission review.

Step 4. Planning Commission: The Estes Valley Planning Commission will review plats for compliance with the EVDC, and make a recommendation to the Board.

This meeting is an open public hearing, advertised in the paper, with neighbor notification. Staff suggests you contact neighbors to describe your project.

Step 5. Board decision: After Planning Commission recommendation, plats are forwarded to the Board for final review and approval.

These meetings are typically scheduled the month following Planning Commission review. Depending on the complexity of a specific subdivision, the review timeframe may be shortened. If you have questions about this, please discuss with staff at the pre-application meeting.

Approved preliminary plats are good for one year from approval. If a final plat is not submitted in that one, the preliminary plat approval expires.

Step 6. Recording: After Board approval, you will have 60 days to submit the final plat for recording. This also requires submittal of a

recording fee (check written to Larimer County Clerk and Recorder), and a letter from an attorney verifying that all parties with title interest in the property have signed the plat. Gathering lienholder signatures can take several weeks or longer; staff recommends you initiate this process early in order to minimize delays in recording of the plat.

SURVEY REVIEW.

Plat map and survey information such as closure data and monument records are required with application submittal.

Properties are subject to survey review through the engineering department. This is a rigorous process, and typically requires 2-3 iterations prior to approval. This can lead to delay in recording of the plat; staff recommends you work closely with your surveyor to ensure survey review comments are addressed in a timely fashion.

HOW MUCH WILL THIS COST ME?

In most instances, surveyor fees and infrastructure will make up most of the cost.

Planning review fees vary based on the type of plat. Please refer to the Estes Valley Development Review Fee Schedule for current application fees.

The required Attorney Certificate should also be accounted for.

A recording fee will be required with final mylar submittals. This fee is described on the Larimer County website.

A final note, all *ad valorem* taxes must be paid prior to recordation of plats with properties in the unincorporated Valley.

WHAT DO I GET?

At the end of the process, a legal document will be recorded with the Larimer County Clerk and Recorder.

This document includes signatures from all property owners, the Board, a surveyor's stamp, and includes a graphic depiction of the property, and allows title transfer of property.

Note: This information was summarized from EVDC Chapter 10 *Subdivisions*. These regulations can be accessed online at www.estes.org

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